



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Tel: 508-349-7004 , Extension: 10 or 24 Fax: 508-349-5505

TOWN OF TRURO POSITION AVAILABLE ON CALL VAN DRIVER

The Town of Truro is seeking applicants for an on-call van driver for the Council on Aging. This position allows clients to be driven on an as needed basis during the week. There are occasional trips expected to Boston medical facilities. Position is subject to annual training, physical and eye examinations. An application and job description are available at the Truro Town Hall, 24 Town Hall Road, POB 2030, Truro, MA 02666, (508) 349-7004, ext. 10, or on the town website: truro-ma.gov. Applications must be submitted to the Town Hall by 4:00 p.m. Friday, June 6th. For further information, please call the Council On Aging at (508) 487-2462. Truro is an EOE.

Charleen Greenhalgh
Acting Town Administrator
Town of Truro

Town of Truro

Job Description

Council on Aging (COA) Van Driver (on-call)

Title: COA Van Driver (on-call)

Classification Code: Grade 3

Reports To: COA Director in conjunction with Town Administrator

Salary Basis (Hourly):

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY14	\$13.04	\$13.48	\$14.14	\$14.67	\$15.18	\$15.78
FY15	\$13.43	\$13.88	\$14.56	\$15.11	\$15.64	\$16.25

Hours vary, with a maximum of 19 hours per week, per driver.

Job Environment:

Driving the COA van for the Truro Council on Aging Transportation Program to transport elders and infirm, including all other reasonable assistance to riders that may present itself. Must be able to interact well with fellow employees and the public in a courteous, helpful and respectful manner and willing to lend assistance where needed.

Specific Duties:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Help passengers into and out of van and into and out of medical appointments when necessary.
2. Ability to lift and carry parcels when needed.
3. Settle passengers safely in their homes before driving away.
4. Assist rider who exhibits sudden illness; call for help using cellular phone.
5. Pick up and deliver USDA Surplus Food to the homebound; pick up and deliver Holiday Food baskets to the needy.
6. Keep daily records of hours, mileage, destinations, gasoline use; submit to COA office; submit daily log/itinerary of hours worked.

7. Maintain routine check on van, including, but not limited to, tires, gas, oil, battery water, directional signals, and seat belts -- preventive maintenance.
8. Report problems with vehicle to COA staff as soon as possible.
9. Maintain cleanliness of van inside and out.
10. Communicate to passengers where the donation envelopes and donation box are located.
11. Operate cellular phone.
12. Check gas and fill tank at end of each day.
13. Pick up schedule for next day at end of prior day, and prepare route.
14. Lock and secure vehicle at end of each day after garaging van.
15. Be observant of potential problems (such as elders not responding when you knock on their door to pick them up), and report to COA or police, if you can't get through to COA.
16. Interact with fellow employees and the public in a courteous, helpful and respectful manner and be willing to lend assistance where needed.
17. Perform other job-related work as required.

Desired Qualifications:

1. Ability to work independently with minimal amount of supervision.
2. Dependability and a good work attitude.
3. Ability to follow orders and use independent judgment when needed to successfully complete assignments.
4. Ability to communicate clearly both orally and in writing in the English Language.
5. Ability to exhibit patience and diplomacy with the public.

Required Qualifications:

1. A valid Massachusetts Driver's License and excellent driving skills in all driving conditions and weather; clean driving record and no criminal history.
2. No health problems which would put passengers at risk.
3. Physically and emotionally strong with a cheerful disposition.
4. Patient and compassionate, especially with slow-moving and frail elderly and infirm.
5. Good sense of direction; knowledgeable about street and facility locations.
6. Ability to make good judgments in stressful situations.
7. Ability to respond calmly, swiftly and to follow the COA protocol for emergency situations.
8. Willing to attend training on how to safely transfer (lift) a person who has fallen or who needs assistance, if not already so trained; willing to obtain CPR and First Aid certification.
9. Willing, if deemed appropriate, to submit to driving test by Truro Police in COA van.
10. Willing to submit to annual physical and vision exams.
11. Ability to work in all weather conditions.

(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.)